

(U) Privacy Act Branch Orientation

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(U) The Privacy Act Branch (PAB) responds to public requests for information about individuals, as mandated by the Privacy Act. As a case manager for the PAB, you will be involved start to finish with Privacy Act requests, as well as Third Party FOIA Requests, from the initialization of the case to the final letter being sent out. You will work closely with the DS/IROs to help review and redact documents for release. An overview of the Privacy Act Internal Business Procedure, helps to outline what the basic steps in the process are.

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Unique to PAB

Unlike most of the case managers in PIPD, PAB case managers also review and redact documents. We work closely with the DS/IRO shop, and while we do task them on some cases, for most requests we do the document reviews and redactions ourselves. The bulk of the caseload is requests from individuals for information on themselves, which falls under the Privacy Act. Most of the tips and information on this page is geared towards the processing of PA cases, but can be applied to the Third Party FOIA (requests from individuals for information on other US persons).

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Hints and Helpful Tips

National Security Act

- (U//FOUO) ☐
- (U//FOUO) Any document which is releasable, either in part or in full, under the Privacy ACT has a limited dissemination. Be sure to put either RIPLIM or RIFLIM, as appropriate, on that document when you are preparing it in CADRE.

- (U) A **coordination** is when another government agency's document with CIA information or equities is sent to us for review. We respond back to the other agency.
- (U) A **referral** is when a CIA-originated document is found or held by another government agency in their files. We typically respond back to the original requester.
- (U) Since Privacy Act cases at the Agency are processed under both the FOIA and the Privacy, exemptions from both statutes can and should be applied when relevant. Here is a crosswalk of exemptions:

(b)(1) ---> (k)(1)

(b)(3) ---> (j)(1)

(b)(7D) ---> (k)(5)

- (U) You will be writing a lot of form letters - pay close attention to spacing, font, and case-specific information (addresses, dates, etc).
- It's helpful to keep a document with commonly used paragraphs, other government addresses, copies of signatures and of the CIA seal so that you can easily modify copy it into letters from letter generator. Using the Clipboard in MSWord is especially helpful for this.
- Below is a list of addresses for several other government agency's FOIA/PA offices:

(Army) Commander USA Intelligence and Security Command Freedom of Information and Privacy Office 4552 Pike Road Fort Meade, MD 20755-5995

Office of Personnel Management - FISC ATTN: FOI-PA Post Office Box 618 1137 Branchton Road Boyers, PA 16018-0618

☐ Chief, FOIA/PA Office Office of Information Policy, ☐ Suite 6248 National Security Agency Ft. George G. Meade, MD 20755-6248

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☐ Information Access and Release Center (FOIA) National Reconnaissance Office 14675 Lee Road Chantilly, VA 20151-1715

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(FBI) ☐ Chief Records/Information Dissemination Section Records Management Division 170 Marcel Drive Winchester, VA 22602-4843

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Mr. John F. Hackett Director, Information Management Office Office of the Director of National Intelligence Washington, DC 20511

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Defense Intelligence Agency DIAC, DAN-1A (FOIA) Building 6000 Washington, DC 20340-5100

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- PHS - Personal History Statement

Standard Government Forms

- DD214 Report of Separation from Active Duty
- SF50 Notification of Personnel Action
- SF61 Appointment Affidavits
- SF61B Declaration of Appointee
- SF75 Request of Preliminary Employment Data
- SF127 Request for Official Personnel Folder
- SF144 Statement of Prior Federal Service
- SF171 Application for Federal Employment
- SF813 Verification of Military Retiree's Service in Non-wartime Campaigns and Expeditions
- SF1150 Record of Leave Data
- SF1152 Designation of Beneficiary
- SF2808 Designation of Beneficiary - CSRS
- SF2809 Health Benefits Registration Form
- SF2810 Federal Employee's Notice of Change in Health Benefits
- SF2817 Life Insurance Election - FEGLI
- SF2823 Designation of Beneficiary - FEGLI
- SF3102 Designation of Beneficiary - FERS
- SF3103 Register of Separations and Transfers - FERS
- SF3109 ERS/FERS Special Election Form

Miscellaneous Documents

- Original Academic Transcripts
- Acknowledgement Memorandum Regarding ☐ (EODs)
- Administrative Agreement (Detail between Government Agencies)
- Biographic Profile
- Certification of Separating Employee
- Contracts, Contract Extensions, Contract Amendments
- Disclaimer of Language Proficiency
- Dual Compensation Report - Military
- Employee Service Transcript
- External Training Records (NO Certificates)
- Marriage to Alien
- Memoranda Pertaining to Personnel Actions
- Microfiche of other Government Agencies
- Pre-Appointed Certification of Selective Service Registration
- Retirement Coverage Memo with Employee Acknowledgement
- Retirement Coverage Under New Social Security Amendments of 1983
- Verification of Contract/Military Service
- MOU-Memoranda of Understanding

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Guidance and Policy

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Use of Exemptions (b)(2) and (b)(5)

(U//~~ALUO~~) PAB and the DS/TROs met shortly after President Obama and Attorney General Holder issued their memoranda on openness

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transparency

and disclosure

CIA Act

in early 2009 to discuss the appropriate way to incorporate these new guidelines in the use of FOIA exemptions (b)(2) and (b)(5). Documents which were formerly Denied in Full (DIF) on the basis of low (b)(2) are now processed. Many times the FOIA (b)(3) exemption and Privacy Act (j)(1) exemption can still be used to withhold information that was previously removed under (b)(2), but it is not typically used to DIF a document. Exemption (b)(5) can still be used, but only judiciously. It's not commonly applied in Privacy Act cases, so this is less of a concern.

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Releasable names of Office of Security branches or boards

(U//~~ALUO~~) All Security names below group level should be redacted, with the following exceptions:

- Adjudications Board (AB)
- Appeals Staff (AS)
- Personnel Assessment Center (PAC) [now defunct]
- Personnel Evaluation Board (PEB)
- Special Activities Staff (SAS), formerly Office of Personnel/SAS

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PPD resources

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PIPD Case Manager Acronym Resource

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